

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>											<b>1. DATE OF REQUEST</b> (YYYYMMDD)		
<b>REQUEST FOR OFFICIAL TRAVEL</b>													
<b>2. NAME</b> <i>(Last, First, Middle Initial)</i>				<b>3. SOCIAL SECURITY NUMBER</b>				<b>4. POSITION TITLE AND GRADE/RATING</b>					
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b>						<b>6. ORGANIZATIONAL ELEMENT</b>			<b>7. DUTY PHONE NUMBER</b> <i>(Include Area Code)</i>				
<b>8. TYPE OF ORDERS</b>			<b>9. TDY PURPOSE</b> <i>(See JTR, Appendix H)</i>				<b>10a. APPROX. NO. OF TDY DAYS</b> <i>(Including travel time)</i>			<b>b. PROCEED DATE</b> (YYYYMMDD)			
<b>11. ITINERARY</b>		<input type="checkbox"/> VARIATION AUTHORIZED											
<b>12. TRANSPORTATION MODE</b>													
<b>a. COMMERCIAL</b>				<b>b. GOVERNMENT</b>			<b>c. LOCAL TRANSPORTATION</b>						
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i> RATE PER MILE: _____			
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>									<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR				
<b>13.</b>		<b>a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.</b>				<b>b. OTHER RATE OF PER DIEM</b> <i>(Specify)</i>							
<b>14. ESTIMATED COST</b>											<b>15. ADVANCE AUTHORIZED</b>		
<b>a. PER DIEM</b> \$			<b>b. TRAVEL</b> \$			<b>c. OTHER</b> \$			<b>d. TOTAL</b> \$			\$	
<b>16. REMARKS</b> <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i>													
<b>17. TRAVEL-REQUESTING OFFICIAL</b> <i>(Title and signature)</i>							<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> <i>(Title and signature)</i>						
<b>AUTHORIZATION</b>													
<b>19. ACCOUNTING CITATION</b>													
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> <i>(Title and signature)</i>									<b>21. DATE ISSUED</b> (YYYYMMDD)				
									<b>22. TRAVEL ORDER NUMBER</b>				

## PRIVACY ACT STATEMENT

*(5 U.S.C. 552a)*

**AUTHORITY:** 5 U.S.C. 5701, 5702, and E.O. 9397.

**PRINCIPAL PURPOSE(S):** Used for reviewing, approving, and accounting for official travel.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

**16. REMARKS** *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*